

المصطلح	التعريف
Cultural anthropologist	عالم في مجال علوم الإنسان الثقافية
Technologist	خبير تكنولوجي
Filmmaker	صانع أفلام (مخرج)
Digital citizen	مواطن رقمي
Local communities	المجتمعات المحلية

## William Tyner

a cultural anthropologist

Technologist

Filmmaker

- He uses different types of digital technology in his work.
- He works to find real solutions to problems that benefit local communities.
- He thinks about using technology in a positive way can help people become successful digital citizens.

- He believes digital communication and helping people to connect with each other are important to exchange opinions and build good relationships.
- There are many different organizations that helping people to contact or services.

For example:

- A wealth of information with the amazing EKB website.
- Travel is made more convenient by booking ticket online.
- Can use an app to find the institution from services Wish to benefit.

## Lesson 2

### Digital citizenship

Digital citizenship	المواطنة الرقمية
Digital footprint	البصمة الرقمية
Responsibly	مسؤولية
Techniques	التقنيات
Monitoring	يراقب
Certain rights	حقوق محددة
Responsibilities	المسؤوليات
Illegal circulation	تداول غير قانوني
Comprehension	تعمق في الفهم
piracy	القرصنة

**Digital Citizenship** Is the ability to use digital technology ethically, responsibly and safely.

This helps you to enjoy and take advantage of digital technology and protects your digital footprint.

**Digital footprint**

Is a record of what you do online including the sites you visit and the things you post also, include things that others post about you.

**Note :>** It's important to share information about yourself and others safely and responsibly.

**Piracy**

Is the illegal circulation of content to be shared or sold to others.

**Note :>** You should be ethical and responsible by treating others online with respect.

- Stay safe online by setting strong passwords.
- Choosing websites wisely.
- Using update software and monitoring online screen time.

The rights	The responsibilities
No one copying or sharing your digital footprint without your consent.	Never hack or sell digital content to others.
Interact with others online communicate with others.	Show positive behavior in your communication online.
Sharing information and entertainment mention the sources.	Evaluate what you are watching or what you are sharing.
When you need respecting the law.	Evaluate what you are using on the internet.

## Lesson 3

### Positive Impacts of ICT

Individuals	الأفراد
Provided	قدم - وفر
Activities	الأنشطة
Experts	الخبراء
Digital devices	الأجهزة الرقمية
Platforms	المنصات
Socializing	التواصل الاجتماعي
summary	ملخص

How have **ICT** tools made our life easier?!

By using

- Digital citizen → use **ICT** tools to learn, share and communicate.
- Digital devices → can help a nonverbal person communicate on to learn languages at school, using pictures.

- Digital devices → can provide the students who can't leave their home due to health issues, with the connection they need to teachers and the material they need to learn.
- Digital devices → can use video-sharing platforms to learn or to teach new things.

EKB

Providing Egyptian Citizens with access to learning materials in the digital library.

holding the webinars for teachers, students and parents.

Providing instruction to register on the website and use it.

- **Video-sharing** → can search for a video to show you how, step-by-step! To create healthy meals.

If you have a skill you'd like to share online you can use a video-sharing platform to post your own video.

- Social media → common communication
- apps are the messaging app **what's app**
- The social media platform **Facebook**
- The virtual meeting app **skype**

**Note:** You can communicate with others online.

You can virtually work with your classmates.

## Lesson 4

### Internet communication

How do you use the internet to communicate?

You can use the internet to communicate

Synchronously and asynchronous.

Synchronously

متزامن

Asynchronous

غير متزامن

- Synchronously communication

الاتصال المتزامن →

Is that occurs in real time with instant responses to exchanging information or files between two people at the same time using various digital tools.

Ex: video chats

Live television shows

Instant chat rooms

- Asynchronous communication

الاتصال غير المتزامن →

That does not require an instant response transferring information or files the same time using various digital tools and resources.

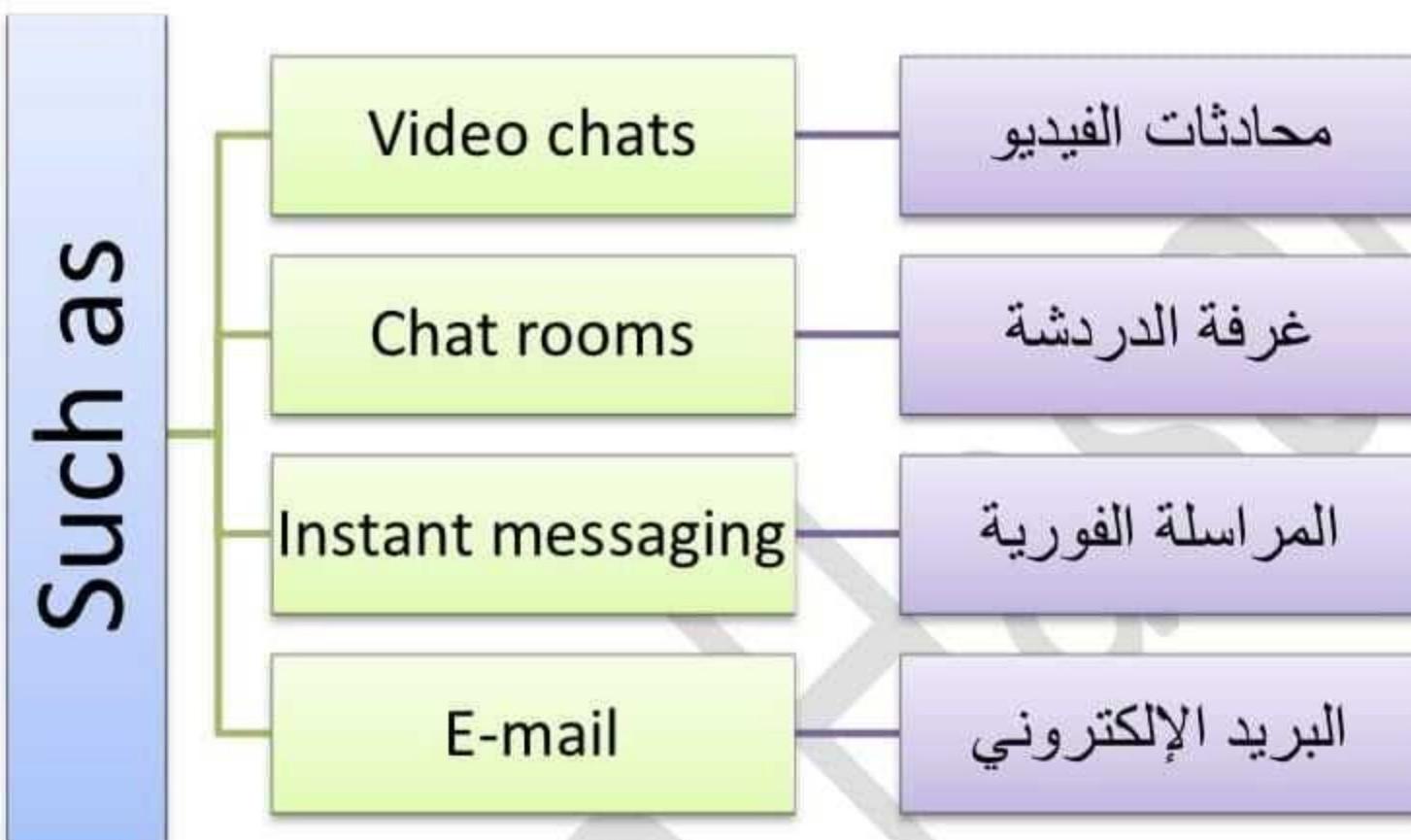
Ex: sending a file via email recorded educational programs.

Synchronous communication	Asynchronous communication
<ul style="list-style-type: none"> <li><b>Video chats</b> Allow to communicate live with one or more people via mobile device or computer.</li> <li><b>Instant messaging IM</b> Allow to send messages using the internet so you need im software on the computer or a mobile application.</li> <li><b>Chat rooms</b> Allow to communicate in a group and focus on just topic.</li> <li><b>Cell phone application</b> Allow you direct chats Allow run on your mobile device access to different programs such as e-mail, instant messages, social network pages and video.</li> </ul>	<ul style="list-style-type: none"> <li><b>E-mail</b> Allow to send and receive messages. E-mails are a little more formal than IMS. We use to send messages to our teachers or our classmate members. Communicate with a governmental body or with official.</li> </ul>

## Lesson 5

### How to use e-communication?

Use **ICT** tools to communicate.



#### Video chats

- To start a call you create a link to send to the participants.  
(المشاركين)
- To making video chats make sure your microphone and camera are on.
- If you are join in a call , you click on a link and wait to be 'let in'
- You can also mute your microphone or turn off your camera at any time
- Make sure there is nothing in your background that indicates your address or any personal information that you do not want to share.

### Chat Rooms

- You can write comment and send it.
- You can reply to messages and some participants may reply to your message as well.
- Anyone with access to the chat room will be able to read your messages.

### Instant Messaging

- Click on the name of the person you want to chat with.
- Typing your message and click on the **send** icon.
- It is a fun and informal way to communicate.
- You can use short phrases, symbols and pictures to communicate.
- The important thing is to deal morally with others.

### E-mail

- When writing an e-mail, be sure to use proper grammar. (القواعد النحوية)
- Be sure the information you are sending is safe and accurate.
- Used e-mails in more formal situations

Such as

- creating an EKB account.
- writing to your teacher.
- sending an e-mail to someone.

- Use greetings and endings.

## Lesson 6

### Online learning environments and sources.

Online learning environments → such as Edmodo

- Allow teachers and students to communicate no matter where they are.
- Teachers can provide virtual lessons and upload quizzes and homework for students to access.
- Students can send messages to their teachers.

Online learning sources → such as

- Egyptian knowledge bank (EKB).
- Egypt premiere online library of resources for a variety of subjects.
- Allow to research and examine different topics, digital articles and video just by clicking on.
  - Vlaby
- Virtual labs platform.
- Enable students and teachers to do lab experiments in a interactive environment.
- Informative and fun.
  - National geographic kids
- A popular online source for kids.
- Enable to find information for kids

Like → animals – science – history – geography

- Mapmaker interactive
- Special interactive provides online world mapping tools for students and teachers.
- Delivered by national geographic.

## Lesson 7

### Planning digital searches

Think about what you already know about choosing online source, which types of sources. ☺

→ It's important to plan before **conducting a digital search.**

1. Choose your research topic
2. Choose the types of online sources you will use.
3. Evaluate the types of sources you have chosen. (**reliable or unreliable**)

**Note** → the digital search can include audio video and image sources.

→ Evaluate the information.

→ Determined the reliable information.

Reliable sources	Unreliable sources
<ul style="list-style-type: none"><li>• Articles or information written and verified by experts.</li><li>• Well-written without grammar or spelling mistakes.</li><li>• Presented in a professional fashion.</li></ul> <p>Ex: EKP</p>	<ul style="list-style-type: none"><li>• May find factual information.</li><li>• Information full of opinions, errors and even lies.</li></ul> <p>Ex: Facebook Wiki blogs</p>

**Notes:**

- You should organizing your report.
- Focus on the topic that you are looking for.
- Choose the reliable sources.
- Use notes to write an outline.

Outline should include → **introduction** (المقدمة)

→ **Supporting paragraphs** (الفقرة الداعمة)

→ **Conclusion** (الاستنتاج)

## Lesson 8

### Synchronous and asynchronous communication

- The internet allows us to communicate with others instantaneously.
- Send quick messages.
- Have friendly conversations with people.

You can use synchronous communicate When

- Information is urgent or need to be transmitted quickly.
- Information is about day-to-day matters.
- Answer does not require very much thought or preparation.

Note: synchronous communication is appropriate between friends or close family.

### Asynchronous communication is appropriate

- Between people who do not know each other well.
- When the information is important but not urgent.
- When the information is about sensitive or complex matters.
- When an answer requires thought and preparation.

**Gautam shah**

Is the founder of internet elephants.

- The organization uses ground breaking digital tools to connect people with wildlife around the world.
- Wildlife conservation is protecting animals in their natural habitats.
- Mr shah works as an **IT** specialist in many countries including the **united states, india, argentine and kenya**.
- Internet of elephants creates unique mobile games, using augmented reality and data visualization that allow people to interact with amazing creatures.

<b>Founder</b>	مؤسس
<b>Wildlife</b>	الحياة البرية
<b>Positive impact</b>	تأثير إيجابي
<b>Visualization</b>	التصور
<b>Augmented reality</b>	الواقع المعزز
<b>Natural habitats</b>	بيئة طبيعية

## Lesson 2

### Problem solving skills

Common steps that can take to make problem-solving easier.

The steps to solve a problem:

1. Construct a hypothesis. فرضيات ثابتة

Hypothesis is an educated guess about how things work.

2. Test your hypothesis.

Don't conduct any test which is not safe.

3. Was your test successful?

If not, we learn from our mistakes.

Note:

- Some ICT problems may be more complicated than others.
- If you have a group of people solving a problem assign each person one section.
- Work on solving such problems in small sections step-by-step.
- When solving larger ICT problems, break them down.

## Lesson 3

### Presenting information to others

- When you are presenting information, think about the digital tools will need to best present it.
- To create a digital poster on billboard.

You will need to use software that will allow you to create it.

- Microsoft 365 includes different options to choose from (word-powerpoint-publisher)
- To access microsoft 365's bundle, you will need to have a digital device that supports the software, and update your device.

When creating poster or billboard think about :

#### 1. Margins

It is amount of space between the edges of poster or billboard (لوحة) and its content.

#### 2. Font size and type

- Choose an appropriate font size (easy to read)
- Choose a simplicity font.

#### 3. Colors

- Choose combinations colors for information you want to emphasize.
- It is better not to use more 3 colors in a poster.

#### 4. Images

- Use clear, good-quality and appropriate images.

## Lesson 4

### Digital applications

When you research,you need to use a variety of sources:

- Books, articles,newspapers, encyclopedias (print)
- (the internet) a search engine, specialized websites,e-learning sites,the EKB and similar authoritative online sources.
- Interviews with people who have experience.

Note: make sure the source of the information is reliable and true.

There are many ways to evaluate the source:

- The authors must be trusted.
- The publication date must be recent.
- Mention the sources of information .

Using microsoft word and Excel to:

- Write what you want.
- Change the design,add photos
- Link your report to websites on line.
- Record the data you collected
- Create spreadsheet
- Present numbers and your ideas.

Encyclopedias	موسوعات
Specialized	متخصصة
Authoritative	موثوقة
Evaluate	تقييم

## Lesson 5

### Algorithms الخوارزميات

Every time you type keywords into search engine the engine algorithms to provide results.

Algorithms help it to decide which results will be more relevant to you.

Algorithms are a series of steps that explain how to do task?

When you make a meal you follow recipe – which is a type of algomiithm!

## Lesson 6

### The principles of coding مبادئ البرمجة

Online animations and movies you have viewed and online games you have played.

They were created using coding.

#### Coding

Is the writing of multiple algorithms to make a program.

البرمجة

هي كتابة خوارزميات متعددة لإنشاء برنامج كامل

- Just like people, computers speak different languages.  
أجهزة الكمبيوتر كالبشر تستخدم لغات برمجة مختلفة للتواصل وإتمام المهام.
- There are many websites like [code.org](https://code.org) that can help you learn to code using different coding languages.
- You can create animations, movies and games using code.

#### Mazes

المتاحات

Are just one example of things you can create using coding.

#### Flow chart

المخطط الانسيابي

Is like coding in that it represents a problem in logical, simple steps.

طريقة لعرض المشكلة وحلها على هيئة خطوات منطقية وبسيطة.

## Lesson 7

### Graphic art     فن الجرافيك

- It's easy to create your own drawings or edit images on computers.
- A popular graphics editor is Microsoft Paint.
- To open the file, click on Accessories in the Start-up menu. Find Paint and click on it.
- In Paint the top of the screen is like Word and Excel.
- The menu bar includes options for opening and saving files.
- The editing features on the menu bar include the ability to edit colors and images.
- You can fill colors in an image using the color options.
- The toolbox includes all the tools that you need to make your drawing.

Some of tools

Of paint

#### To edit photos in paint :     لتعديل الصور

- Fill colors using the color options.
- Select areas of the photo to use in your drawing by cropping.

#### To add text to a photo :     لإضافة نص

- Click on the bottom right corner of the photo.
- Drag your mouse to the right until you have enough white space to write your text.
- Cut and paste the from the area and onto the photo.

#### To change the size or direction of the photo:     لتغيير الحجم

- Click on the Insert bar to see the different options such as:  
Shape, Icons, 3D models, Smart Art.

## Lesson 8

### Creating a powerpoint presentation      انشاء عرض تقديمي

- You can use Microsoft powerpoint to create presentation that include text, animations, images and special effects.
- To create a presentation using powerpoint click on its icon then click on Blank presentation
- Each tab contains a set of tools.
- At the top of the screen , you will see a menu bar with multiple tabs.
- Use first slide to name the title and subtitle of your presentation.
- Type the information in the text boxes.

**Slide:** is a presentation page that contains text and image.

- To add another slide click on new slide.
- Click the layout icon on the Home menu to choose the layout of each slide
- To adding text to the slide
  1. Click on the text box on the screen.
  2. Choose the font style and size you would like to use.
  3. Type the text.
- You can add visuals and effects.

\*\* Design: choose design options for each slide including background colors.

\*\* Draw: Access drawing tools.

**\*\* Transition:** choose visual effects to use between each slide.

**\*\* Animations :** choose animated effects for each slide.

**\*\* slide show :** Decide how you'd like to present and time each slide.

**\*\* view show :** you can view the presentation by clicking the F5 key on the keyboard.

**You can insert pictures:**

Click on Insert → click on pictures → choose the option from menu bar →

Drag picture with mouse into the slide.

**Note:** you can also insert picture using another program into powerpoint presentation.

**Keep the following features in mind when creating presentation:**

- Avoid word paragraphs or sentences.
- Be sure to use a font size and style that is readable.
- Use relevant images instead of text practice your presentation in advance.



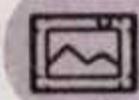
أقلام افتراضية للرسم



لقياس أبعاد الرسمة



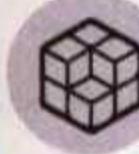
لإدراج صورة



لاختيار الألوان



لرسم أشكال ثلاثية الأبعاد



تستخدم لتحديد اللون وتعديله



لرسم خطوط منحنية



reliable content	محتوى موثوق
Unreliable sources - <b>Reliable</b>	مصادر غير موثوقة - <b>موثوقة</b>
Organizing your report	تنظيم تقريرك
Writing an outline	كتابة مخطط

#### المحور الرابع Theme 4

#### المستكشف النشط Explorer in Active

digital applications	التطبيقات الرقمية
different	مختلف - مختلفة
wildlife	الحياة البرية
founder	مؤسس
positive impact	تأثير إيجابي
natural habitats	بيئة طبيعية
GPS	نظام تحديد المواقع العالمي
unique mobile games	ألعاب محمولة فريدة
Augmented reality	الواقع المعزز
the real environment	البيئة الحقيقية

#### مهارات حل المشكلات Problem-solving skills

Taking steps	اتخاذ خطوات
to solve a problem	لحل مشكلة
Breaking down problems into smaller sections	تقسيم المشكلات إلى أجزاء صغيرة

#### تقديم المعلومات Presenting information to others

simple projects	مشاريع بسيطة
basic concepts	مفاهيم أساسية
design	التصميم

presentations	العروض
Presenting information	تقديم المعلومات
a digital poster	ملصق رقمي
a digital billboard	لوحة إعلانية رقمية
Word processor program	برنامج معالج الكلمات
Margins	الهوامش
Image - <b>images</b>	صور - صور
Font size	حجم الخط
Font type	نوع الخط

Digital applications التطبيقات الرقمية	
reliable sources	مصادر موثوقة
conduct	إجراء
Microsoft Excel	اكسل
Evaluating sources	تقييم المصادر

Algorithms الخوارزميات	
search engines	محركات البحث
keywords	الكلمات المفتاحية
gather information	جمع المعلومات
digital maps	الخرائط الرقمية
the results	النتائج
series of steps	سلسلة من الخطوات
a meal	وجبة
a recipe	وصفة
maze	متاهة
a falafel sandwich	ساندويتش فلافل

مبادئ البرمجة			
coding programs	برامج الترميز	animations	الرسوم المتحركة
movies	أفلام	learn to code	تعلم البرمجة
coding languages			لغات الترميز

فن الجرافيك			
graphic programs		برامح الجرافيك	
illustrations			الرسوم التوضيحية
A popular graphics editor			محرر رسومات مشهور
Microsoft Paint			برنامج الرسام
visuals	مرئيات	presentation	عرض تقديمي
Toolbox	مربع الأدوات	add	إضافة
3D models	نمذج ثلاثية الأبعاد	Crop tool	أداة القص
Menu bar	شريط القوائم	Shapes	الأشكال

إنشاء عرض تقديمي			
PowerPoint		برنامج العروض التقديمية	
include		تتضمن	
text animations		الرسوم المتحركة النصية (نص متحرك)	
special effects		مؤثرات خاصة	
create a presentation		إنشاء عرض تقديمي	
Blank Presentation		عرض تقديمي فارغ	
tabs	تبويبات	Slide - Slides	شرائح - شرائح
Draw	رسم	Slide show	عرض الشرائح
New Slide	شرائح جديدة	Layout	تخطيط
Animations	مؤثرات الحركة	Transitions	انتقالات